



DEPARTMENT OF THE NAVY
NAVAL WEAPONS STATION YORKTOWN
P.O. DRAWER 160
YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 5050.1A
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NAVAL WEAPONS STATION, YORKTOWN INSTRUCTION 5050.1A

Subj: OFFICIAL VISITS OF FOREIGN NATIONALS AND VERY IMPORTANT PERSONS (VIPS) TO NAVAL WEAPONS STATION, YORKTOWN (WPNSTA YORKTOWN)

Encl: (1) Notification of Official Visit (Example)

1. Purpose. To establish procedures for official visits by foreign nationals and VIP's to WPNSTA Yorktown.

2. Cancellation. WPNSTA YORKTOWNINST 5050.1

3. Background. WPNSTA Yorktown hosts numerous official visitors. The purpose of these visits may be that of general indoctrination, requests for technical assistance or information, coordination of foreign military sales, meetings/conferences, or any one of several other reasons. For purposes of this instruction, VIP's are defined as:

- a. Flag officers of any branch of the military service.
- b. Government officials (local or state).
- c. Federal officials (members of Congress, congressional aides, and senior representatives of other agencies).
- d. Other persons deemed by the command to warrant special consideration.

4. Discussion. The initial impression received by official visitors to WPNSTA Yorktown can be a determinate factor in their evaluation of the entire Station; therefore, it is paramount that contacts reflect an atmosphere of courtesy, proper protocol, and professionalism. To make certain all preparations for official visits by any of these individuals are properly addressed, it is vital that notification of any impending official visit be made to all concerned at the earliest date possible.

a. In the case of official visits by foreign nationals, prior authorization for the visit must be received from the Foreign Disclosure Control Division, Navy International Programs Office (NIPO), Washington, DC. Visit requests forwarded to this office are normally initiated by the visitor's embassy personnel. Official visits by foreign nationals to WPNSTA Yorktown are not permitted without prior approval of the NIPO.

b. Enclosure (1) has been provided to facilitate notification of impending visits by foreign nationals and/or VIP's.

5. Action. Upon notification of a notable official visit by foreign nationals and/or VIP's, the following actions are assigned:

a. Department Heads/Storefront Managers/Tenant Activity Heads will make certain enclosure (1) is prepared and submitted in a timely manner and prepare to provide tours and detailed briefings consistent with the interest of the visitor(s).

b. Public Affairs Officer will coordinate all arrangements for visits.

c. Security Officer will make certain all visits by foreign nationals have been authorized by the NIPO and proper visitor/vehicle passes are prepared as necessary.


J. H. COSPER II

Distribution:
Departments
Special Assistants
Storefronts
Tenant Commands

EXAMPLE

5050
Code
Date

From:
To: Commanding Officer, Naval Weapons Station, Yorktown
Subj: NOTIFICATION OF OFFICIAL VISIT
Ref: (a) WPNSTA YORKTOWNINST 5050.1A

1. In compliance with reference (a), the following information relative to an impending official visit is submitted for your information:

Date(s) of visit _____

Name(s) of visitor(s) _____ (For multiple names, attach list.)

Organization/Country _____

Military () Rank _____ Civilian () Pay Grade _____

Level of access requested _____

Security clearance T/S S C NONE

Purpose of visit _____

Area to be visited _____

Foreign national visit authorization received from Navy International Programs Office: Yes () No () (Check one)

WPNSTA Yorktown Point of Contact _____ Phone# _____

Remarks: _____

(Signature)

Copy to:
00A
OOP
Security